

On-the-Job Training Record Form Sample

This **on-the-job training record form sample** provides a structured template to document employee training sessions efficiently. It helps track progress, skills acquired, and completion dates, ensuring transparent evaluation and compliance. Using this form enhances workforce development and maintains detailed training records for organizational needs.

Employee Information

Employee Name		Employee ID	
Department		Job Title	

Training Session Details

Date	Trainer/Supervisor	Training Topic/Skill	Objectives	Observed Performance/Notes	Completion Status
					Select ▾
					Select ▾

Signatures

Employee Signature		Date	
Trainer/Supervisor Signature		Date	